



**TOWN OF BELMONT
OFFICE OF COMMUNITY DEVELOPMENT**

REGISTERED LAND SURVEYORS – 5/4/2012

Action Environmental, Inc., Waltham (Environmental Consultant/Wetland Delineation)	781-893-9922
Andover Engineering, Lynnfield Office Randolph Office	781-224-7667 781-986-7667
Ashkar Engineering & Surveying, Methuen	508-982-3071
Boston Survey, Inc. Charlestown	617-242-1313
Bowditch & Crandall, Inc., Arlington	781-641-9600
Everett M. Brooks, Newtonville	617-527-8750
BSC Group, Boston	617-896-4300
CCR Associates, Quincy	781-308-8505
Colonial Surveying Co., Inc. Belmont	617-489-0880
Thomas J. Corcoran, Waltham	781-642-7002
Edward J. Farrell, Woburn	781-933-9012
Feldman Professional Land Surveyors, Boston	617-357-9740
Paul Finocchio, PJF & Assoc., Medford	781-395-7662
John a. Hammer, III, PLS, Billerica	978-663-3700
Mass Bay Survey, Inc., Newton	617-244-8295
Medford Engineers & Survey, Medford	781-396-4466
Meridian Associates/Brian W. Timm, P.E., Beverley	978-299-0447 Ext. 228
Mystic Engineers, Medford	781-488-8269
Rober Survey, Arlington	781-648-5533
Paul Robinson Assoc., Inc. Millis	508-376-4440
John R. Snelling Assoc., Lincoln	781-259-0071
Sperduto Land Survey, Lexington (www.SperdutoSurvey.com)	781-862-3369
Vancura & Brennan land Surveyors, Newburyport	617-834-6073
Vineyard Engineering & Environmental Services, Inc., Woburn	781-993-3330
VTP Associates, Inc. Newton (Email: vtp@vtpassociates.com)	617-332-8271 617-965-4870
Gregory Willett, P.E., PS&S Design & Engineering	617-972-9713



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19 Moore Street - P. O. Box 56

Belmont, Massachusetts 02478-0900

Telephone: (617) 993-2664

Fax: (617) 993-2651

REGULATIONS FOR PLOT PLANS FOR BUILDING PERMITS

Every application for the erection of a new building, an accessory building, or an addition to an existing building, free standing sign, new driveway or expansion to existing driveway must be accompanied by a plot plan drawn by and containing the seal of a Massachusetts Registered Land Surveyor and dated within 6 months of filing for a permit.

The plot plan shall be drawn in ink to a scale of 1"=20' or any other scale approved by the Director of Community Development. The plan shall be on tracing cloth, vellum, or mylar 8½"x14", and submitted with two black line copies.

The plot plan shall show: the dimensions of the building or addition, the location of the building on the lot as well as all existing buildings, if any, and the offsets of the building or addition to all lot lines, street lines and other buildings on the lot, lot coverage and open space percentages, all lot dimensions, lot number, house number, area of lot, easements on the lot, if any, and street name. The title block shall be located in the lower right corner of the plan and must be completely filled in.

The plot plan shall indicate the flood boundary zone(s) that the lot is in. The plot plan shall also indicate and identify if the lot is within the wetlands or wetland buffer zone. (Copies of the Wetlands Plans are available in the Office of Community Development.) The plan shall show topographic elevations and/or point elevations, the sill elevation of the structure and the elevation of the basement floor.

All lot line offsets shall be taken from the closest part of the building or addition, except for allowed projections as covered in Section 4.3.2 – 4.3.3 and 4.3.6 of the Zoning Bylaws. These allowed projections must be shown on the plot plan with their dimensions.

If an addition to an existing building: Show all lot offsets to addition and other buildings, if any. Label all existing buildings as "Existing" and all additions as "Proposed Addition" with addition shown in red ink.

The Plot Plan, including plot plans for new driveway construction or modifications to existing driveways, shall show the location of all public shade trees along the entire frontage of the subject property. If there are no shade trees along the frontage of the property, the Registered Land Surveyor shall be required to state on the certified plot plan the following, "No public shade trees are located within the limits of the property frontage of the subject property."

Sample Title Block

Owner	_____
Loc. House No.	_____
Lot No.	_____
App. No.	_____
Date	_____
Scale	_____

Rev: 06/25/08